



INVENTORY AUDIT (JUNE 2012)

AUGUST 2012



CITY OF DURHAM
AUDIT SERVICES DEPARTMENT

*“Provides independent, objective
assurance and investigative services”*

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To: Audit Services Oversight Committee
From: Germaine F. Brewington, Director
Audit Services Department
Date: August 10, 2012
Re: Inventory Audit (June 2012)

The Department of Audit Services completed the report on the Inventory Audit (June 2012) dated August, 2012. The purpose of the audit was to determine if the inventory value recorded on the City's general ledger was fairly stated as of June 30, 2012.

This report presents the observations and results of the Inventory Audit (June 2012) dated August 2012.

The Department of Audit Services appreciates the contribution of time and other resources from employees of the Department of Fleet Management and Water Management's Divisions of Plant Engineering & Maintenance, Water & Sewer Maintenance, Water Supply & Treatment and Water Reclamation Facilities in the completion of this audit.

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BACKGROUND INFORMATION

Annually, the Audit Services Department conducts an audit of the City's yearend inventory procedures and valuation. Historically, departments are chosen based on the total recorded value of their inventory. The emphasis of this audit is to determine if the inventory value recorded on the City's general ledger was fairly stated as of June 30, 2012.

Each department utilizes its own unique inventory system. They include purchased computer software programs (Faster and CityWorks) or spreadsheet applications. The Finance Department adjusts the inventory valuation recorded on the City's general ledger at yearend, based on the physical inventory count.

The City values its inventories using the weighted average cost method (which approximates the first-in, first-out method). The value of the City's inventory as of June 30, 2012 was approximately \$2,005,530 compared to \$1,857,455 as of June 30, 2011.

The Departments or Divisions selected for the June 30, 2012 inventory observation and valuation are as follows:

- Fleet Management Department
- Water Management Department – Plant Engineering & Maintenance Division
- Water Management Department – Water Supply & Treatment Division (Brown WTP & Williams WTP)
- Water Management Department – Water Reclamation Facility Division (North Durham & South Durham)
- Water Management Department – Water & Sewer Maintenance Division

EXECUTIVE SUMMARY

Purpose

The Audit Services Department performed this audit to determine if the inventory value recorded on the City's general ledger as of June 30, 2012 was fairly stated.

We conducted this performance audit in accordance with generally accepted governmental auditing standards. Those standards require that we plan and perform the audit to obtain sufficient and appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Results in Brief

The inventory value reported on the City's general ledger is fairly stated as of June 30, 2012.

OBJECTIVES, SCOPE AND METHODOLOGY

Objectives

The objectives of the audit were to determine if the inventory value recorded on the City's general ledger was fairly stated as of June 30, 2012 and to determine if the procedures used to value the inventory were adequate.

Scope

The scope of this engagement included: 1) verifying the inventory valuation recorded on the City's general ledger as of June 30, 2012; and 2) evaluating the adequacy of internal controls over the inventory count performed by each department or division.

Methodology

To accomplish the objectives of this audit, audit staff performed the following steps:

- Interviewed appropriate personnel with respect to procedures used in counting and valuing inventory at yearend;
- Randomly selected a sample of inventory items at each location and, using physical inspection, verified the number of units on hand;
- Randomly selected a sample of items from the floor and verified that they were reported in the inventory list;
- Randomly selected a sample of items at each location and, using invoices or other documents, verified the per unit costs;
- Randomly selected a sample of items at each location and recalculated the extensions and footings included on the inventory reports; and
- Traced and agreed the department – division totals per the inventory reports to the final June 30, 2012 general ledger.

During the audit, the staff also maintained awareness to the potential existence of fraud.

AUDIT RESULTS

As required by generally accepted accounting principles, the City of Durham reports in its Comprehensive Annual Financial Report (CAFR) the value of its inventory at yearend. The inventory consists of certain materials and supplies used in maintaining the City's facilities, infrastructure, fleet, fuel, postage, communication equipment, and print shop supplies. The inventory balance as of June 30, 2012 is \$2,005,530 compared to \$1,857,455 as of June 30, 2011.

Following are the detailed results for each Department or Division.

Fleet Management Department

On June 29, 2012, the Audit Services staff visited the Fleet Management Department to review their inventory procedures and to verify the valuation of their inventory. Audit staff interviewed personnel at the Department and discussed the inventory procedures performed. The Fleet Management Department utilizes the purchased software program "Faster". The Fleet Management Department utilizes the perpetual inventory functionality of the software.

The Fleet Management Department inventory consisted of 2,012 parts valued at \$370,333. Audit Services staff randomly selected 254 parts and verified the number of units recorded to the physical units on hand with one immaterial exception. In addition, 20 items were randomly selected to verify the per unit costs. No exceptions were noted. The Division had adequate controls in place when performing the inventory count.

In addition to the parts inventory, audit staff also verified the valuation of the fuel inventory (unleaded gasoline and diesel). The Trak computer software system is used to dial up the Veeder Root system that electronically measures the fuel. The electronic readings were compared with manual fuel measurements taken for both the premium gas and diesel gas tanks at the Department of Fleet Management facility on Camden Avenue. Audit staff did not find any major discrepancy in the fuel inventory. There was a minor difference between the computerized fuel record keeping

AUDIT RESULTS

and the physical dipstick fuel measurement due to environmental factors.

Water Management-Water Supply & Treatment and Water Reclamation Facility Divisions

Water Management's Water Supply & Treatment and Water Reclamation Facilities divisional inventory was valued at \$377,601. On June 29, 2012, personnel from the Audit Services Department visited the Brown, Williams, North Durham, and South Durham Treatment Facilities to review and discuss their inventory procedures and to verify the valuation of their inventory. The inventory value recorded on the general ledger is adjusted at yearend to agree with the actual amounts on hand at yearend. It would not be practical for these treatment facilities to maintain a perpetual inventory system. Each of the facilities maintains approximately a dozen individual chemicals and lubricants. Audit staff verified the unit count of all items included in their inventories. A few exceptions were noted. The total dollar amount of the discrepancy was immaterial. The treatment facilities had adequate controls in place when performing the inventory count.

Water Management- Water & Sewer Maintenance

Water Management's Water & Sewer Maintenance Division inventory consisted of 595 items valued at \$766,155. Audit staff randomly selected 76 items from the inventory sheet and verified the number of units recorded to the physical units on hand. In addition, staff randomly selected 36 items from the floor and verified that they were recorded on the inventory list. Seven minor discrepancies were noted, the total dollar amount of the discrepancies was immaterial. Fifteen items were randomly selected and the costs per unit were verified without exception. The Division had adequate controls in place when performing the inventory count.

AUDIT RESULTS

Water Management-Plant Engineering & Maintenance

On June 29, 2012, the Audit Services staff visited Water Management's Plant Engineering & Maintenance Division to review and discuss their inventory procedures and to verify the valuation of their inventory. There were 3,340 parts valued at \$329,861 included in their inventory as of June 30, 2012. The audit staff randomly selected 45 items from the inventory list to verify the units recorded to the actual units on hand. In addition, staff selected 38 items from the floor to verify the units recorded. The parts selected had a dollar value equal to 13.8% of the total dollar value of the inventory (\$45,572.30). No exceptions were noted. In addition, 10 items were randomly selected to verify the per unit cost. No exceptions were noted. The Division had adequate controls in place when performing the inventory count.

RECOMMENDATIONS

No recommendations.